

TABLE OF CONTENTS

Page

PART ONE: About the RFP	1-1
Section One: General Information	1-1
1. Introduction	1-1
1.1 Purpose	1-1
1.2 W-2 Overview	1-1
1.3 W-2 and Related Programs Policies and Procedures	1-3
2. Responding to the RFP	1-4
2.1 Length of Contract	1-4
2.2 Funding Availability	1-4
2.3 Incentive Based Contracts	1-5
2.4 Performance Standards	1-5
2.5 W-2 Geographic Areas	1-5
2.6 W-2 Geographic Areas Open for Competition under this RFP	1-5
2.7 Right of First Selection (RFS)	1-5
2.8 Letter of Intent to Contract or Relinquish RFS by RFS Agencies	1-6
2.9 Who May Apply	1-6
2.9.1 Legal Eligible Entities	1-6
2.9.2 Consortia	1-7
2.10 Integration of Services into Job Centers and the Public Workforce System	1-8
2.10.1 Service Integration and the Public Workforce System	1-8
2.10.2 Service Integration with other Workforce Support Service Providers	1-8
2.11 Service Integration and Child Welfare	1-9
2.12 Workforce Development Board Involvement	1-9
2.13 How to Apply	1-9
3. Anticipated Timetable	1-10
4. Procurement	1-11
4.1 Contact Point and Clarification of Specifications and Requirements	1-11
4.2 Electronic Communications	1-11
4.3 Proposer/Recontracting Conferences	1-11
4.4 Proposal Organization and Submission Requirements	1-11
4.4.1 General Instructions	1-11
4.4.2 Submission of Proposals	1-12
4.4.3 Proposal Organization and Format	1-13
4.5 Deviations and Exceptions	1-14
4.6 Withdrawal of Proposal	1-14
4.7 Restrictions on Contacts with State Personnel	1-14
4.8 Retention of Proposer Materials	1-14
4.9 Incurring Costs	1-15
4.10 News Releases	1-15
4.11 Proprietary Information	1-15
4.12 Certification of Independent Price (Cost) Determination	1-15
5. Selection and Award Process	1-16
5.1 Preliminary Evaluation	1-16
5.2 Detailed Proposal Evaluation	1-16
5.3 Oral Presentations	1-17
5.4 Evaluation Process	1-17
5.5 Awards and Final Offers	1-18
5.6 Notice of Intent to Award	1-19
5.7 Required Pre-contract Phone Conference	1-19
5.8 Transition Responsibilities of a New W-2 Contract Agency	1-19
5.9 Appeals Process	1-20
5.10 Public Records Access	1-21

Section Two: Milwaukee Service Delivery Structure	1-22
1. Primary Functions and Points of Coordination	1-22
1.1 Case Management Agencies (CMA) (Service Providers at Job Center Sites - 1 - 5 Entities)	1-22
1.2 Job Development and Placement Agency (Service Providers at Job Center Sites - 1 - 5 Entities)	1-25
1.3 SSI Advocacy Agency (One Entity at Multiple Service Sites)	1-26
1.4 Preferred Provider Registry	1-27
1.5 DWD Ombudsperson	1-27
PART TWO: W-2 and Related Programs Plan	2-1
Section One: Management and Financial Accountability	2-1
1. Management and Financial Accountability Response Items	2-1
1.1 Program Identification/Organization	2-1
1.2 Consortium Proposals	2-1
1.3 Proposal Development	2-2
1.4 Agency Experience in Managing Programs/Providing Services	2-2
1.5 Staffing, Compensation and Personnel Policies	2-3
1.6 Fiscal Policies, Procedures and Internal Controls	2-4
1.7 Boards (Applicable to Private Agencies Only)	2-5
1.8 Audits and Financial Strength	2-6
1.9 Affiliates, Subsidiaries and Related Parties (Applicable to Private Agencies Only)	2-7
1.10 Subcontracts and/or Purchase of Services	2-7
1.11 Financial Monitoring	2-9
1.12 Job Centers	2-9
1.13 Performance and Fidelity Bonding (Applicable to Private Agencies Only)	2-10
1.14 Proposer Agency References	2-11
1.15 Affidavit of Fair Competition	2-11
1.16 Designation of Confidential and Proprietary Information Form	2-11
1.17 Minority Business Preference Form	2-12
1.18 Certification Regarding Debarment Form	2-12
1.19 Lobbying	2-12
Section Two: Program Plan	2-14
Subsection A: Balance of State Response Items	2-14
2.A.1 Connect Individuals to Work and Careers	2-14
2.A.1.1 Up-front Workforce Attachment	2-14
2.A.1.2 Connect Individuals to Career Path/Advancement Opportunities	2-14
2.A.1.3 Employability Planning	2-15
2.A.1.4 Case Management and W-2 Placement	2-16
2.A.1.5 Improve Connections to Employers	2-18
2.A.2 Provide Employment Stabilization Services	2-18
2.A.3 Provide Assistance for W-2 Participants in Obtaining SSI/SSDI	2-19
2.A.3.1 Placement in a W-2T track for W-2 Participants who are interested in applying for SSI/SSDI and have a reasonable chance of being found eligible for SSI/SSDI.	2-19
2.A.3.2 Require Proven SSI/SSDI Advocacy for These W-2 Participants	2-20
2.A.4 Integration of Services	2-20
2.A.4.1 Service Integration with the Public Workforce System	2-21
2.A.4.2 Service Integration with Other Workforce Support Service Providers	2-21
2.A.5 FoodShare Employment and Training	2-22
2.A.6 Dispute Resolution Process	2-22
2.A.7 Minor Parents	2-23
2.A.8 Refugee Assistance Programs (RAP)	2-23
2.A.9 Quality Assurance/Improvement Monitoring	2-24
2.A.10 W-2 Program Guarantees	2-25
2.A.11 Projected Outcomes	2-25

Subsection B: Milwaukee Case Management Agency Response Items	2-27
2.B.1 Connect Individuals to Work and Careers	2-27
2.B.1.1 Employability Screening	2-27
2.B.1.2 Career Planning/Counseling.....	2-28
2.B.1.3 Employability Planning.....	2-28
2.B.1.4 Case Management and W-2 Placement.....	2-29
2.B.2 Provide Employment Stabilization Services	2-31
2.B.2.1 Workforce Support Services to Assist with Employment Stabilization	2-31
2.B.3 Integration of Services	2-32
2.B.3.1 Service Integration with the Public Workforce System	2-32
2.B.3.2 Service Integration with Other Workforce Support Service Providers.....	2-33
2.B.3.3 Service Integration with Bureau of Milwaukee Child Welfare	2-33
2.B.4 FoodShare Employment and Training (FSET)	2-34
2.B.5 Dispute Resolution Process.....	2-34
2.B.6 Minor Parents.....	2-35
2.B.7 Refugee Assistance Program (RAP)	2-35
2.B.8 Quality Assurance/Improvement Monitoring.....	2-35
2.B.9 W-2 Program Guarantees.....	2-36
2.B.10 Projected Outcomes	2-37
Subsection C: Milwaukee Job Development and Placement Agency Response Items	2-39
2.C.1 Connect Individuals to Work and Careers	2-39
2.C.1.1 Up-front Job Search	2-39
2.C.1.2 Improve Connections to Employers.....	2-39
2.C.1.3 Managing Community Service Jobs and Trial Jobs	2-40
2.C.1.4 Customized Skills Training	2-41
2.C.2 Provide Employment Stabilization Services	2-42
2.C.3 Integration of Services	2-42
2.C.3.1 Service Integration with the Public Workforce System.....	2-42
2.C.4 FoodShare Employment and Training.....	2-43
2.C.5 Quality Assurance/Improvement Monitoring.....	2-43
2.C.6 W-2 Program Guarantees.....	2-44
2.C.7 Projected Outcomes	2-45
Subsection D: W-2 SSI Advocacy Agency Response Items	2-47
2.D.1 Provide Assistance for W-2 Participants in Obtaining SSI or Social Security Disability Income (SSDI).....	2-47
2.D.2 Integration of Services	2-48
2.D.2.1 Service Integration with Other Workforce Support Service Providers.....	2-48
2.D.2.2 Service Integration with Bureau of Milwaukee Child Welfare	2-48
2.D.3 Dispute Resolution Process.....	2-49
2.D.4 Quality Assurance/Improvement Monitoring.....	2-49
2.D.5 W-2 Program Guarantees.....	2-50
2.D.6 Projected Outcomes	2-51
Section Three: Budget and Expenditure/Participant Service Level Plan	2-53
1. Budget and Expenditure/Participant Service Level Plan Response Items	2-53
1.1 Budgets.....	2-53
1.2 Expenditure/Participant Service Level Plan.....	2-55

Appendix A - Allocations for the 2006-2007 Period of the 2006-09 Wisconsin Works (W-2)
and Related Programs Contract

Appendix B - Performance Standards for the 2006-2009 W-2 and Related Programs Contract

Appendix C - Milwaukee W-2 Allocation Regions

Appendix D - Competitive Geographic Areas and Right of First Selection Agencies

Appendix E - Workforce Development Areas

Appendix F - W-2 and Related Programs Caseload for May 2005

Appendix G - Definitions and Acronyms for the 2006-2009 W-2 and Related Programs Contract

Appendix H - Reference Version 2004-2005 W-2 Contract

Appendix I - Milwaukee County Wisconsin Works (W-2)/FoodShare Employment and Training (FSET)
Participant Flow

Form 1: Agency Identification
Form 1A: Milwaukee Agency Request for Proposal to Administer W-2 and Related Programs Submittal
Form 1B: Request for Consortium Formation
Form 2: 2006-2007 Base Contract Budget
Form 3: Proposer Agency References
Form 4: Affidavit of Fair Competition
Form 5: Designation of Confidential and Proprietary Information
Form 6: Minority Business Preference
Form 7: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary
Exclusion Lower Tier Covered Transactions
Form 8: Lobbying
Form 9: Disclosure of Lobbying Activities
Form 10: Confidentiality Acknowledgement
Form 11: W-2 Program Guarantees
Form 12: Workforce Development Board Plan Approval